

**CONFIDENTIAL**

**DD/S 62-5118**

Approved For Release 2002/08/14 : CIA-RDP84-00780R000500080014-6

29 OCT 1962

*OFM 3-*

**MEMORANDUM FOR: Executive Director**

**SUBJECT : Consolidation of Visual Aids/Graphics Services**

**REFERENCE : Memo dtd 19 Oct 62 to DD/P, DD/I & DD/S fr  
Exec Dir, same subject**

1. In response to your request, I have looked at the Visual Aids units in the DD/S components again and I have been unable to produce any hard facts to substantiate the view that consolidation would, ipso facto, permit a savings in space and personnel. Incidentally, the Office of Training has only the one Visual Aids unit with five employees located in Room GD-08.

2. While I do not contest the theory, it seems to me the volume of work presently performed by each of these units would have to be substantially reduced before there could be any reduction in the number of people or the amount of space required. Moreover, I wonder whether consolidation would really eliminate the existing compartmentation since it does occur, in large part, to support specialized functional and security requirements. I think it can also be argued that the creation of one large unit might tend to eliminate the opportunity for versatility which exists in the smaller units where each employee may be expected to perform a variety of creative tasks.

3. In short, the virtues of consolidation seem to me to be somewhat hypothetical. However, I have no strong feelings about this one way or the other but if it is decided to have a composite Visual Aids and Graphics unit, it would be logical for DD/S to accept this responsibility.

**Signed**

**L. K. White  
Deputy Director  
(Support)**

SA-DD/S:RHW:maq(26 Oct 62)

Rewritten: DD/S:LKW:fmf:fp

Distribution:

O - Addressee

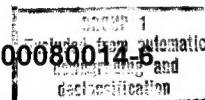
1 - DD/S chrono

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1 - D/Pers (19 Dec 62)

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TRANSMITTAL SLIP		DATE
TO: Colonel White		29 October 1962
ROOM NO.	BUILDING	
REMARKS:		
Recommend your signature.		
RHW		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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**STAT**

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2. While I do not contest the theory, it seems to me the volume of work presently performed by each of these units would have to be substantially reduced before there could be any reduction in the number of people or the amount of space required. Moreover, I wonder whether consolidation would really eliminate the existing compartmentation since it does occur, in large part, to support specialized functional and security requirements. I think it can also be argued that the creation of one large unit might tend to eliminate the opportunity for versatility which exists in the smaller units where each employee may be expected to perform a variety of creative tasks.

3. In short, the virtues of consolidation seem to me to be somewhat hypothetical. However, I have no strong feelings about this one way or the other <sup>but</sup> ~~and if the Agency consensus should favor the creation of a composite Visual Aids and Graphics unit I would be happy to take it on. I would suggest, in that event, that the Printing Services Division of the Office of Logistics might be the logical organizational placement.~~

*it is decided to have*

*would be logical for DD/S to accept this responsibility.*

L. K. White  
Deputy Director  
(Support)